

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Accountant Trainee	HQ/Div of Accounting/Office of Travel and Special Services	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Accountant Trainee	900-081-4179-XXX	07/15/2026

As a valued member of the Caltrans team, you make it possible to improve lives and communities through transportation.

GENERAL STATEMENT:

Under the close supervision of an Accounting Administrator I (Supervisor), as a learner, the Accountant Trainee (AT) performs professional accounting duties required for processing Statewide travel expenses and other employee claims. The Accountant Trainee resolves travel payment issues and transaction errors by utilizing section databases, electronic spreadsheets and electronic data. The AT uploads processes to facilitate accurate payments and completing expenditure adjustments.

CORE COMPETENCIES:

As an Accountant Trainee, the incumbent is expected to become proficient in the following competencies as described below in order to successfully perform the essential functions of the job, while adhering to and promoting the Department's Mission, Vision, Values, Strategic Imperatives and Goals. Effective development of the identified Core Competencies fosters the advancement of the following Leadership Competencies: Change Commitment, Risk Appetite, Self-Development/Growth, Conflict Management, Relationship Building, Organizational Awareness, Communication, Strategic Perspective, and Results Driven.

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
45%	E	In a training capacity, reviews employees Travel Expense Claims (TECs) to ensure claims meet the California Department of Human Resources, State Controllers Office, State Administrative Manual, Board of Control and the department's policies, rules and regulations. Processes TECs within 10 days of receipt in the section. Assists in scheduling claims and claim cuts which are completed and submitted for signature within one day of the face sheet date. Researches claim cuts and resubmits within 10 working days. Verifies and collects duplicated payments.
35%	E	Assists in communicating with employees both orally and in writing, to resolve travel related questions and issues arising from processing TECs. Requests documents and forms necessary to complete the processing of claims. Assists with the travel information hotline.
10%	E	Enters accounting data into the AMS Advantage Financial System, ensuring the proper use of transaction codes and the propriety of transactions and coding documents.
10%	M	Assists in preparing accounting entries for the AMS Advantage Financial System, identifies and researches erroneous accounting entries and takes the necessary corrective action. Provides back-up coverage to other staff within the section. Performs other job-related duties within the scope of the classification as assigned

¹ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.
MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

None

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Broad knowledge of fund accounting process as well as a good working knowledge of professional accounting practices and procedures. Knowledge of California laws, government codes and procedures related to Accounting. The ability to analyze accounting transactions and be able to make sound decisions and recommendations in regard to accounting practices and principals as utilized in state government. In addition, the concept of completed staff work is understood and implemented by the incumbent. The ability to plan, organize and establish work priorities is critical due to the need for timely and accurate financial information. As the section routinely deals with vendors and departmental staff, the ability to communicate effectively and treat customers with respect and courtesy is required. The ability to utilize a mainframe system as well as personal computer, including database and other software.

Employees to be made aware of and agree to comply with the following policies with regards to access to personal information including, but not limited to, Social Security Numbers, Federal Tax Identification Numbers (for businesses), home addresses,

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home telephone numbers, leave balance information, all personnel information and documents etc.:

1. Individuals accessing Caltrans' information assets must use all due care to preserve data integrity and confidentiality.
2. Password and access devices are to be treated as confidential information and restrictive devices.
3. Users accessing Caltrans data must take precautions to ensure the protection of that data from unauthorized access or destruction.
4. Users must take reasonable precautions to prevent virus contamination of State systems.
5. All rights and privileges to access data for the undersigned can be revoked by the Caltrans Information Security Officer (ISO) if deemed appropriate to protect Caltrans' information assets.
6. Users must take extra precautions to maintain Department employees', vendors' etc. confidentiality when accessing, or having access to, hard copy personal information such as reports, forms, personnel documents etc.

Compliance with the above is required as condition of accessing computer systems and all file and report information at Caltrans.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Inaccurate analysis and errors in accounting transactions can impact the integrity of departmental accounting records. Failure to verify payment authorization and to accurately analyze results of transactions can result in undetected duplicate payments to vendors. Failure to clear erroneous transactions and exception items can result in inaccurate expenditure reports and financial statements.

PUBLIC AND INTERNAL CONTACTS

The incumbent will frequently contact Department personnel, other state agencies, and/or the general public. These contacts will be verbal or written, as needed, to perform assigned duties.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employees may be required to sit for long periods of time using a keyboard and video display terminal. They may also be required to move large or cumbersome reports from one location to another. Employees must be able to concentrate and meet strict deadlines at times. Most of the jobs in the Division require interaction with many people. It is important that employees work with others in a cooperative manner. This position requires the ability to work with dynamic priorities and deadlines.

WORK ENVIRONMENT

While at their base of operation, employees will work in a climate-controlled office under artificial light. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate. Most employees will work in workstations within shared cubicles. Working hours will be set sometime between 6:00 a.m. and 6:00 p.m. Overtime may be required, and vacations may be restricted, during peak times and fiscal year-end closing. Employees may be required to travel in state, but the travel it is not very frequent.

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I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

I agree that by providing my electronic signature for this form, I agree to conduct business transactions by electronic means and that my electronic signature is the legal binding equivalent to my handwritten signature. I hereby agree that my electronic signature represents my execution or authentication of this form, and my intent to be bound by it.

EMPLOYEE (Print)	
EMPLOYEE (Signature)	DATE

I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)	
SUPERVISOR (Signature)	DATE